



Michigan Department of State Police

# Emergency Management Division Informational Letter

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www.michigan.gov/emd



Volume: 04-11

June 28, 2004

**TO: Local and District Emergency Management Coordinators**  
**SUBJECT: Announcement of Funds Availability - Terrorism Planning Competitive Grant #FY02-EMD/TPSG/EX**

## Overview

This competitive grant will provide a funding opportunity to selected sub-grantees in developing/updating emergency response plans and procedures with special emphasis on WMD terrorism preparedness. The selection of sub-grantees and award amounts will be determined on a competitive basis based upon the projects fit with the purpose and objectives of the grant. This grant is a redistribution of deobligated funds from the Federal Emergency Management Agency (FEMA) FY 2002 Terrorism Planning Supplemental Grant.

Applicants are invited to submit proposals that enhance local prevention, preparedness, and response capabilities as accomplished through planning approaches. Proposals should include the following elements:

- An element addressing how the proposed planning project builds sustainable preparedness at the local level.
- A capacity-building component that includes a leave-behind capability for jurisdictions to employ (e.g. job aids, planning tools, etc.).

## Eligibility

Programs eligible to apply under this grant must meet the following eligibility requirements:

1. Applicant must have been an eligible sub-grantee and received an initial award under the FY 2002 Terrorism Planning Supplemental Grant.
2. Applicant must have expended at least 85% of their original FY 2002 Terrorism Planning Supplemental Grant allocation.
3. Applicant must commit to spending their full grant award within the grant performance window.
4. Projects must support the goals and objectives identified in the State Homeland Security Strategy.

## Amount of Awards

The number, quality, and requested funding levels of the applications received, and the total amount of money available for this solicitation will determine the number of awards. **This is a reimbursement grant.**

## Timeline

Grant application will be due no later than July 15, 2004, and will consist of:

- A Project Narrative describing the nature of the problem(s) to be addressed, the need(s) addressed by the proposed project; the project's goals and objectives; the proposed methodology to be used to achieve the goals and objectives; a task plan that specifies the various tasks to be undertaken; key milestones, and; the final product(s) and/or services to be derived from the project.
- Budget Detail Worksheet using form EMD-17(6/02), (see attached).

## Grant Performance Period

Awards will have a funding period (performance period) not to exceed October 15, 2004.

## Match Requirements

*There are no cost-share or match requirements associated with this funding.*

### **Eligible Activities**

Coordinated planning at the State and local level is essential if State and local emergency management and first responder organizations are to be able to effectively request and use future response resources, thereby enhancing the nation's capability to respond to and recover from the imminent threat or actual occurrence of a terrorist attack involving Weapons of Mass Destruction (WMD).

Funding may be used to modify and enhance emergency plans and procedures, and supporting plans and procedures so that they address all-hazards, to include WMD terrorism. In addition, funds may be used on the following activities in support of the sub-grantee's emergency plan:

- Interstate and intrastate mutual aid agreements,
- Facilitate communication and interoperability protocols, including the development of a communications plan so that networks and communications lines are established prior to an event, thereby minimizing the interoperability problem,
- Establish a common incident command system,
- Identification and plans to protect critical infrastructure,
- Address local continuity of operations and continuity of government,
- State and local hazard and risk assessments to determine emergency management planning priorities and must include a WMD component.

### **Allowable Costs**

In order to achieve the goals of the planning initiative, sub-grantee may use funds for the following activities:

- Development or enhancement of state and/or local emergency plans, procedures and support protocols.
- Non-operational training related to the development or enhancement of emergency operations and strategic plans.
- Conducting workshops related to the development or enhancement of emergency operations and strategic plans.
- Hiring personnel or contract support to directly support these tasks.

### **Unallowable Costs**

Unauthorized expenditures include: 1) expenditures for equipment; 2) operational training; 3) exercises of any kind; and, 4) activities unrelated to the completion and implementation of the approved planning project.

### **Maintenance of Effort/Supplanting of Funds**

The purpose of this funding is to increase the level of capability of sub-grantees to develop or enhance all-hazard planning efforts with an emphasis on terrorism/CBRNE events. Funds approved under sub-grant awards shall be used to supplement and shall not be used to supplant Federal, State or Local funds dedicated to this effort.

### **Request for Reimbursement**

Upon successful completion of each performance measure described, the sub-grantee shall be reimbursed.

### **Performance Reports**

The sub-grantee shall submit a performance report to the Emergency Management Division no later than October 31, 2004. [Fifteen (15) days after the end of the performance window]. The report shall consist of a comparison of actual accomplishments to the approved performance measures.

### **Selection Criteria**

The Emergency Management Division (EMD) is the main evaluating group for your application. EMD will review applications for merit in terms of applicant eligibility, completeness of the application, suitability of the project to the grant purpose, program priorities; and the appropriateness of the requested budget to the proposed work. For those applications judged to be competitive, EMD will assign a priority score ranging from 0 to 100.

Grant applications will be reviewed according to the following criteria:

1. Identification of the problem(s) the proposal addresses. (20 points)
2. Description of goals and objectives, and plans to accomplish those objectives. (25 points)
3. Description of program performance measures for the project period. (20 points)
4. Description of project's strategies for conducting the planning activity using a cross-disciplinary approach. Include a description of proposed or existing partnerships. (10 points)
5. Presentation of a project budget (on form EMD-17) that is directly related to activities in the proposal, and categorized according to cost for personnel, travel, supplies, contracts, and other costs. (20 points)
6. Projects that address international border issues. (5 points)



Based upon the total score, one of two actions will occur:

1. Grant application is approved. Sub-grantee will receive a grant agreement package that indicates amount of the award.
2. Grant application is denied. Applications will be returned with the final score indicated and an explanation why the application was not selected.

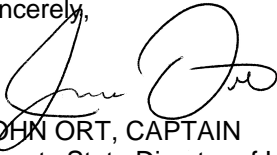
**Submission and Your Application**

*Complete the following application sheet and required supporting documentation. Applications must be submitted no later than 5:00 p.m. on July 15, 2004. No late applications will be considered. Send to:*

Mr. Mark Wesley  
Emergency Management Division  
Michigan Department of State Police  
4000 Collins Rd.  
Lansing, MI 48909

If you have any questions regarding this announcement, please contact Mr. Wesley at (517) 333-5023 or e-mail: [wesleym@michigan.gov](mailto:wesleym@michigan.gov)

Sincerely,



JOHN ORT, CAPTAIN  
Deputy State Director of Homeland Security  
and Emergency Management

JO:MW:dw

Attachments

- Grant Application
- Budget Detail Worksheet

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